

S E C R E T

DDA REGISTRY  
26-1

DDA 85-1887  
23 May 1985

MEMORANDUM FOR: Deputy Director of Personnel for Policy, Analysis  
and Evaluation

FROM: James H. McDonald  
Associate Deputy Director for Administration

SUBJECT: Computer Generated Bio Profile

Ed,

You recently asked for comments on the proposed new computer generated bio profile. I canvassed the Offices and all thought it an improvement over the present one, except most indicated they prefer a vertical printout as opposed to horizontal. I have attached some specific comments from OMS and OIS which you may wish to consider.

25X1



James H. McDonald

Attachments:  
As stated

UNCLASSIFIED when separated  
from SECRET attachment

ADDA/JHMcDonald:rj (23 May 85)

Distribution:

Orig - Addressee (w/atts)

S E C R E T

1 - DDA Subject

1 - DDA Chrono

1 - JHM Chrono

7 May 1985

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Acting Director of Medical Services

SUBJECT: Proposed Bio Sheet

A survey of those officials in the Office of Medical Services who use the bio sheet revealed that the volume of data provided by the new sheet was useful. I personally found that the sheet contained more data than was useful to me. I also believe that the sheet would be more useful if it were submitted vertically on a 8 1/2' x 11 sheet rather than horizontally.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Information Services  
1205 Ames Bldg

EXTENSION

NO

015 85-163

DATE

1 May 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment in left margin to whom. Draw a line across column for each comment.)

1. EO/ODA  
ADDA

2 May 1985

EM

Jim: Be the new biographic profiler.

Short of returning to the old, manual profile I'm not sure you'll ever satisfy everyone with this machine produced one. Some suggestions for improvement deal mostly with formatting:

- At the top, the name and personal data should be in print bolder than the headings.

- I miss the distinction between prior CIA employment and where, and CIA employment. The summary on p. 2 doesn't give source of non-CIA employment.

- Awards and Commendations should be last item. Move up experience, family, and military service.

In the end, the savings of the machine produced profile and the ability to keep the profile current should transcend all other considerations. The old form, the one we are happy with, was labor intensive and costly and always out-of-date.

FORM 1-79

610

USE PREVIOUS EDITIONS

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At

GPO : 1983 O - 411-632

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